

PAA 001-05 below outlines the reporting requirements for OIF. All units should review the PAA and ensure proper Unit Diary reporting.

TO AIG 9233

CC CMC WASHINGTON DC MRA MI MIF

MSGID/GENADMIN/CMC WASHINGTON DC MI/N01080//

SUBJ/PERSONNEL ADMIN ADVISORY 01-05//

GENTEXT/REMARKS/RMKS/1. THIS IS PERSONNEL ADMIN ADVISORY 01-05.
PAA'S 01-00 THROUGH 04-04 REMAIN IN EFFECT.

2. ADDRESSEES ARE REQUESTED TO READDRESS THIS PAA TO SUBORDINATE
ORG/UNITS AS APPLICABLE.

3. THIS PAA UPDATES REPORTING REQUIREMENTS ON PERSONNEL DEPLOYED
TO OPERATION IRAQI FREEDOM (OIF) THAT WAS PREVIOUSLY ADDRESSED IN
PAA 04-04. ACCURACY AND TIMELY REPORTING OF PERSONNEL INFORMATION
TO THE MCTFS IS EXTREMELY IMPORTANT. PROPER REPORTING PROVIDES
COMMANDERS THE ABILITY TO MORE ACCURATELY TRACK THE LOCATION
OF THEIR PERSONNEL IN THE THEATER OF OPERATIONS. IN ORDER TO ASSIST
IN THE ACCURACY AND TIMELY REPORTING, II MEF'S UNITS SUPPORTING
OIF4-6 ARE ENCOURAGED TO UTILIZE REACH-BACK ADMINISTRATION TO ITS
FULLEST POTENTIAL. ADDITIONALLY, PROPER REPORTING ALLOWS OTHER
AGENCIES TO USE CORRECT INFORMATION FOR DECISION/POLICY MAKING
PURPOSES. AS A CHANGE IN THE CURRENT OPERATIONAL COMMANDER AND
ORGANIZATION TAKES PLACE, THE FOLLOWING ISSUES ARE ADDRESSED TO
ASSIST UNITS WITH WHAT SHOULD BE REPORTED ON ALL DEPLOYED PERSONNEL
IN SUPPORT OF OIF4-6. REQUEST ALL G-1, S-1, ADMINISTRATIVE
REACH BACK CENTER (ARC) PERSONNEL, AND PERSONNEL ADMINISTRATIVE
CENTER (PAC) PERSONNEL CAREFULLY REVIEW THIS PAA TO ENSURE
APPROPRIATE ENTRIES ARE BEING PROPERLY REPORTED.

A. PERSONNEL REPORTING INSTRUCTIONS FOR DEPLOYING PERSONNEL
IN SUPPORT OF OIF4-6.

B. PERSONNEL REPORTING INSTRUCTIONS FOR PERSONNEL RETURNING
FROM OIF.

C. PERSONNEL REPORTING INSTRUCTIONS FOR OTHER PERSONNEL.

D. MISCELLANEOUS DEPLOYMENT ENTITLEMENT ENTRIES.

4. PERSONNEL REPORTING INSTRUCTIONS FOR DEPLOYING PERSONNEL IN
SUPPORT OF OIF4-6. THE FOLLOWING ENTRIES ARE REQUIRED TO BE
REPORTED ON DEPLOYED PERSONNEL TO ENSURE ACCURATE TRACKING OF
THESE MEMBERS IN THEATER. IT IS IMPERATIVE THAT INTERNAL CONTROL
PROCEDURES ARE ESTABLISHED AND IN PLACE TO ENSURE THAT THIS
INFORMATION IS CAPTURED AND SUBMITTED TO THE SUPPORTING PAC FOR
APPROPRIATE AND TIMELY UD REPORTING. (INFORMATION THAT INCLUDES
DATES HAS BEEN APPROVED BY THE I MEF AND II MEF DISBURSING
OFFICES.)

A. DSSN. REPORT THE DEPLOYED DSSN OF '6145', FORMAT IS TTC
150 000 DSSN ____ ED 20050301| (ON-LINE MCTFSPRIUM PAR 60503)|.
THE ED FOR THIS CHANGE WILL BE 1 MARCH 2005 AND SHOULD BE REPORTED
IN TIME TO POST BY THE 7 MARCH 2005 U&E (BEGINNING OF THE MONTH).

B. CRISIS CODE. REPORT THE CRISIS CODE OF '9GF', FORMAT IS
TTC 887 000 STRT CRISIS CD ____ EFF DTE ____| (ON-LINE MCTFSPRIUM
PAR 40811).

C. PERSONNEL TEMPO TRACKING. REPORT PERS TEMPO TYPE OF 'WAA' (CONTINGENCY OPERATION). THIS ENTRY MUST BE REPORTED ON ALL PERSONNEL SUPPORTING OPERATION ENDURING FREEDOM OR OPERATION IRAQI FREEDOM, FORMAT IS TTC 323 000 START PERS TEMPO BRANCH M RUC___FROM DATE____TO DATE____TYPE___| (ON-LINE MCTFSPRIUM PAR 91001.2D).

D. OPERATIONAL INFORMATION. ALL PERSONNEL IN THE OIF THEATER MUST HAVE AN OPERATIONAL IDENTIFIER (OPID) ENTRY REPORTED. THE TTC IS MADE UP OF RUC, MCC, AND OPID (OIF4-6), FORMAT IS TTC 034 000 START OPMCC ___ OPRUC _____ OPID _____ ED _____| (ON-LINE MCTFSPRIUM PAR 60615.2).

NOTE: AS THE OPERATION CHANGES, RECORDS WILL BE UPDATED TO REFLECT THAT CHANGE. (I.E., IF A MARINE ORIGINALLY PARTICIPATED IN OIF 2-2 AND HAS REMAINED IN COUNTRY, THEN THE OPID WILL CHANGE TO READ OIF4-6.)(PLEASE SEE PARAGRAPH 5G BELOW CONCERNING COMBAT HISTORY.)

E. INDIVIDUAL LOCATION. INDIVIDUAL LOCATION IS THE ACTUAL UNCLASSIFIED LOCATION OF THE MARINE. REPORT '000ZZ0000' IN CASES WHERE THE LOCATION IS CLASSIFIED, FORMAT IS TTC 135 000 INDIV LOC ____| (ON-LINE MCTFSPRIUM PAR 50401). THE CODES PROVIDED BELOW ARE FROM MCTFS TABLE 08 AND GSA WEBSITES [HTTP://WWW.GSA.GOV/PORTAL/GSA/EP/CONTENTVIEW.DO?CONTENTID=8815&CONTENTTYPE=GSA_OVERVIEW](http://www.gsa.gov/portal/gsa/ep/contentview.do?contentid=8815&contenttype=GSA_OVERVIEW) AND [HTTP://EARTH-INFO.NGA.MIL/GNS/HTML/FIPS10-4.HTML](http://earth-info.nga.mil/gns/html/fips10-4.html):

(1) COUNTRY NUMERIC CODE (3 BYTES)

520 - KUWAIT

110 - AFGHANISTAN

465 - IRAQ

(2) STATE ALPHA CODE (2 BYTES).

AF - AFGHANISTAN

IZ - IRAQ

KU - KUWAIT

ZZ - CLASSIFIED

(3) CITY CODE (4 BYTES).

IRAQ

1000 BAGHDAD

1500 BASRA

3000 KIRKUK

5000 MOSUL

6000 SAMAWA

0000 OTHER

KUWAIT

0800 AL FUHAYIL

1000 AL KUWAYT

2000 KUWAIT

0000 OTHER

AFGHANISTAN

0200 BAGHLAN

0600 CHANEANJIR

0800 DURRES

1000 HERAT

1800 JALALABAD

2000 KABUL

2010 KANDAHAR

2090 KUNDUZ
2100 LASHKAR GAH
2200 MAZAR I SHARIF
2400 PAGHMAN
2500 QALEHYE BEST
0000 OTHER

F. MAGTF DESIGNATOR. THE FOUR-DIGIT CODE WILL PROVIDE COMMANDERS THE ABILITY TO TRACK THE LOCATION OF MARINES, OTHER SERVICE PERSONNEL, AND IDENTIFIES THEIR ORGANIZATIONAL COMPONENT WHILE DEPLOYED. USE THE BELOW LIST WHEN REPORTING MAGTF DESIGNATOR CODES FOR ALL OIF DEPLOYED PERSONNEL, FORMAT IS TTC 499 030 MAGTF _____| (ON-LINE MCTFSPRIUM PAR 60614).

(1) 1ST BYTE - COMMAND

A AIR
C COMMAND ELEMENT
G GROUND
S SUPPORT

(2) 2ND BYTE - UNIT COMMAND:

H I MEF
L II MEF
V III MEF
O OTHER

(3) 3D BYTE - LOCATION COUNTRY

A IRAQ
B KUWAIT
C QUTAR
D BAHRAIN
E OTHER

(4) 4TH BYTE (CITY OR CAMP CODE FOR IRAQ LOCATION)

A CAMP KOREAN VILLAGE
B HADITHA
C HIT
D MUDAYSIS
E TALLIL
F HABANIYAH
G AL ASAD
H AL HILLAH
I AL ISKANDARIYAH
J SCANIA
K BAGHDAD/BIAP
L TIKRIT
M BALAD
N TREBIL
O CERDA
P FOB LIMA
Q BLUE DIAMOND HQ
R FOB SPIDER
S AR RUTBAH
T IRBIL
U ASP ROCK
V HUSAYBAH
W RAWAH

X AL WALID

Y DULAP

Z AR AR

1 AL FALLUJAH

2 AL TAQADDUM

3 ABU GHARAYB

4 BAHARIA

5 AR RAMADI

6 HURRICANE POINT

7 AL MAHMUDIYAH

8 AL QAIM

9 OTHER

(5) 4TH BYTE (CITY OR CAMP CODE FOR KUWAIT CODE LOCATION)

A CAMP WOLF/KUWAIT INTERNATIONAL A/P

B CAMP VICTORY

C UDARI

D OTHER

(6) 4TH BYTE (CITY OR CAMP CODE FOR QUATAR CODE LOCATION)

A OTHER

(7) 4TH BYTE (CITY OR CAMP CODE FOR BAHRAIN CODE LOCATION)

A OTHER

G. COMBAT PHYSICAL FITNESS TEST (PFT) WAIVER. REPORT COMBAT PFT WAIVER ON ALL OIF PERSONNEL. THIS WILL POST A PHYSICAL FITNESS CLASS CODE OF '9', DENOTING THAT THE MARINE IS CURRENTLY PERFORMING COMBAT SERVICE, AND WILL ALLOW THE LAST PFT SCORE TO BE FACTORED IN WHEN MCTFS DOES THE COMPOSITE SCORE CALCULATION AND ALSO PROVIDE SNCO PROMOTION BOARDS WITH A SCORE. MARINES MUST BE IN RECEIPT OF HOSTILE FIRE PAY FOR THIS TRANSACTION TO PROCESS SUCCESSFULLY, FORMAT IS TTC 481 012 PFT NREQ| (ON-LINE MCTFSPRIUM PAR 51202)(PENDING COMMARFORLANT APPROVAL, MSG WILL BE FWD VIA MISSE ADVISORY).

H. COMBAT RIFLE QUALIFICATION WAIVER. REPORT MARKSMANSHIP WAIVERS ON ALL OIF PERSONNEL. THIS WILL UPDATE MCTFS AND PES RECORDS. REPORT A RIFLE OR PISTOL QUALIFICATION SCORE OF 'WWW'. DO NOT REPORT A SCORE OF 'NNN' UNLESS THE MARINE IS NOT REQUIRED TO FIRE BASED ON THE MARINE'S GRADE, FORMAT IS TTC 485 000 RIFLE QUAL_____| AND TTC 499 015 PISTOL QUAL _____.(ON-LINE MCTFSPRIUM PAR 51301) (PENDING COMMARFORLANT APPROVAL, MSG WILL BE FWD VIA MISSE ADVISORY)

I. GLOBAL WAR ON TERRORISM EXPEDITIONARY MEDAL (GWOT). UPON RECEIPT OF THE MARADMIN ANNOUNCING UNITS APPROVED FOR THE AWARDED OF THE GWOT USCENCOM, REPORT THE AWARD USING THE CODE "WE", FORMAT IS TTC 140 000 AWD __ DEV __ FR __ TO __ ED ____|(ON-LINE MCTFSPRIUM PAR 50101 AND MARADMIN 129/04).

J. SEA SERVICE DEPLOYMENT RIBBON (SSDR). REPORT SSDR ON MARINES WHO HAVE SPENT 90 CONSECUTIVE DAYS DEPLOYED OR MORE USING THE USING THE CODE "SD", FORMAT IS TTC 140 000 AWD__DEV__FR__TO__ED_____|(ON-LINE MCTFSPRIUM PAR 50101 AND MARADMIN 582/03).

5. PERSONNEL REPORTING INSTRUCTIONS FOR PERSONNEL RETURNING FROM OIF. AT A MINIMUM, THE FOLLOWING ENTRIES WILL BE USED TO REPORT INFORMATION ON ALL PERSONNEL RETURNING FROM OIF.

A. DSSN. THE PARENT COMMAND DSSN WILL BE REPORTED, FORMAT IS

TTC 150 000 DSSN _____ ED _____| (ON-LINE MCTFSPRIUM PAR 60503).

B. MAGTF DESIGNATOR. DELETE THE MAGTF DESIGNATOR CODE TO REMOVE CURRENT INFORMATION FROM THE RECORD, FORMAT IS TTC 499 029 MAGTF DESIGNATOR DELETE| (ON-LINE MCTFSPRIUM PAR 60614.3).

C. CRISIS CODE. REPORT THE 'STOP CRISIS CODE OF 9GF' ON ALL PERSONNEL, FORMAT IS TTC 887 001 STOP CRISIS CODE_____ EFF DTE_____| (ON-LINE MCTFSPRIUM PAR 40811).

D. PERSONNEL TEMPO TRACKING. REPORT THE 'STOP PERS TEMPO' ON ALL PERSONNEL, FORMAT IS TTC 323 002 STOP PERS TEMPO ED _____| (ON-LINE MCTFSPRIUM PAR 91001.2F).

E. OPERATIONAL INFORMATION. ALL PERSONNEL DEPLOYED TO THE OIF THEATER WILL HAVE AN OPID REMARK. CLOSE OUT THE REMARK BY REPORTING THE EFFECTIVE DATE OF RETURN. NOTE: ENSURE THAT THE REMARK OPID HAS BEEN REPORTED USING "OIF4-6". CORRECT THESE ENTRIES IF ANY OTHER CODE IS RESIDENT IN MCTFS BEFORE CLOSING OUT THE REMARKS PAGE.

FORMAT IS TTC 034 001 STOP OPINFO ED _____| (ON-LINE MCTFSPRIUM PAR 60615.3).

F. INDIVIDUAL LOCATION. UPDATE THE MARINE'S RECORDS BY REPORTING THE CURRENT LOCATION IAW THE MCTFSPRIUM, FORMAT IS TTC 135 000 INDIV LOC _____| (ON-LINE MCTFSPRIUM PAR 50401).

G. COMBAT HISTORY. REVIEW THIS CAREFULLY WITH THE MARINE BECAUSE THIS WILL CONTAIN A BRIEF DESCRIPTION OF THE BATTLES, CAMPAIGNS, AND EXPEDITIONS IN WHICH THE MARINE HAS PARTICIPATED; INJURIES SUSTAINED, HOSPITALIZATION RECEIVED, AND THE FACTS OF BEING CAPTURED, MISSING IN ACTION, OR RETURNED TO MILITARY CONTROL. NOTE: THE CODE OF 'OIF' OR 'OEF' WILL BE USED TO IDENTIFY OPERATION IRAQI FREEDOM AND OPERATION ENDURING FREEDOM. MEMBERS THAT HAVE PARTICIPATED IN BOTH OPERATIONS WILL HAVE SEPARATE ENTRIES REPORTED ON THEM. (EX - COMBAT HIST FR 20040401 TO 20040630 OPS OIF, WIA, BROKEN RIGHT LEG LOC IRAQ| OR COMBAT HIST FR 20040401 TO 20040630 OPS OIF LOC IRAQ| OR COMBAT HIST FR 20040401 TO 20040630 OPS OEF LOC AFGHANISTAN|). FORMAT IS TTC 121 000 COMBAT HIST FR _____ TO _____OPS _____ LOC _____| (ON-LINE MCTFSPRIUM PAR 40802).

H. COMBAT SERVICE CODE. REVIEW THIS CAREFULLY WITH THE MARINE BECAUSE THIS WILL INDICATE WHETHER AN INDIVIDUAL HAS PARTICIPATED IN COMBAT AGAINST ENEMY FORCES AND WHAT THEATER AND/OR WAR, REGARDLESS OF A BREAK IN SERVICE. FORMAT IS TTC 152 001 CBT SERV____| (ON-LINE MCTFSPRIUM PAR 40803).

(1) THE MCTFS RECORD CONTAINS SPACE FOR RECORDING SERVICE IN FOUR DIFFERENT COMBAT ACTIONS OR THEATERS, WITH A FIFTH SPACE TO INDICATE PARTICIPATION IN MORE THAN FOUR COMBAT ACTIONS. IF FOUR CODES HAVE BEEN REPORTED AND CONTAINED ON THE MCTFS RECORD, REPORTING OF THE FIFTH COMBAT SERVICE CODE WILL POST A '5' TO THE FIELD. CODES REPORTED WILL OVERLAY ALL DATA IN THE RECORD; THEREFORE, ALL COMBAT SERVICE MUST BE REPORTED REGARDLESS OF WHETHER OR NOT SOME COMBAT SERVICE MAY ALREADY BE CONTAINED IN THE RECORD.

(2) VALID COMBAT SERVICE CODES FROM MCTFSCODESMAN ARE AS FOLLOWS:

CODE DESCRIPTION

A WORLD WAR II

B KOREA

C DOMINICAN REPUBLIC
D VIETNAM (ONE TOUR)
E VIETNAM (TWO TOURS)
F VIETNAM (THREE OR MORE TOURS)
G VIETNAM (TAD/ABRD SHIP OR INCOMPL VIETNAM TOUR)
H OP EAGLE PULL (PHNOM PENH, CAMBODIA)
J OP FREQUENT WIND (SAIGON, SOUTH VIETNAM)
K MAYAQUEZ RESCUE OP (KOH TANG, CAMBODIA)
L IRANIAN HOSTAGE RESCUE ATTEMPT (IRAN)
M GRENADA LANDING (GRENADA, CARRIACOU)
N MULTINATIONAL FORCE LEBANON (BEIRUT, LEBANON)
P PERSIAN GULF
Q OPERATION JUST CAUSE (PANAMA)
S OPERATION DESERT STORM (SOUTHWEST ASIA)
T OPERATION ENDURING FREEDOM
U OPERATION IRAQI FREEDOM
Z RESERVED FOR FUTURE USE
0 NO COMBAT SERVICE

5 MBR SERVED IN MORE THAN FOUR COMBAT OPS

I. DATE LAST TOUR COMBAT. THIS ENTRY IS REPORTED BY THE PARENT COMMAND UPON RETURN FROM THE COMBAT AREA ON ALL MARINES WHO SERVE A SPECIFIED TIME IN COMBAT. REFER TO PAR 50510 OF THE ON-LINE MCTFSPRIUM FOR SPECIFIC INSTRUCTIONS.

J. OVERSEAS CONTROL DATES. OVERSEAS CONTROL DATES WILL BE UPDATED ON MARINES COMPLETING AT LEAST 6 CONTINUOUS MONTHS (180 DAYS) OF DEPLOYMENT IN A HOSTILE FIRE AREA/COMBAT ZONE (IRAQ). NOTE: THIS DOES NOT APPLY TO DEPLOYMENTS TO IMMINENT DANGER PAY AREAS SUCH AS KUWAIT. FORMAT IS TTC 071 000 OVERSEAS CONTROL DATE_____ | (ON-LINE MCTFSPRIUM PAR 50504 AND MARADMIN 481/03).

K. AWARDS AND DECORATIONS. ALL AWARDS AND DECORATIONS CODES ARE RESIDENT ON MCTFS TABLE 70 FOR UNIT DIARY REPORTING. FOR GWOT, SEE PARAGRAPH 4I ABOVE; FOR THE PURPLE HEART, REVIEW THE MCTFS D143 REMARKS PAGE WITH THE MARINE AND NOTIFY HQMC (MMA) OF DISCREPANCIES; FOR THE SEA SERVICE DEPLOYMENT RIBBON (SSDR), SEE MARADMIN 582/03. FOR REPORTING OF AWARDS, FORMAT IS TTC 140 000 AWD__ DEV __ FR ____ TO ____ ED _____ | (ON-LINE MCTFSPRIUM PAR 50101).

6. PERSONNEL REPORTING INSTRUCTIONS FOR OTHER PERSONNEL. CIVILIAN PERSONNEL, OTHER U.S. SERVICE PERSONNEL, AND MILITARY PERSONNEL OF OTHER COUNTRIES MUST BE ACCOUNTED FOR WITHIN MCTFS WHILE THEY ARE SERVING WITH THE MARINE CORPS. (ON-LINE MCTFSPRIUM PAR 60215)

A. THE FOLLOWING PROCEDURES APPLY WHEN PREPARING ENTRIES FOR THESE PERSONNEL. THE SSN WILL BE PRECEDED WITH THE SECOND CHARACTER OF THE COMPONENT CODE; FOR EXAMPLE '2N' (NAVY) WOULD BE 'N123456789' OR '2T' (ARMY) WOULD BE 'T123456789'. REFER TO THE MCO P1080.20 (MCTFSCODESMAN) FOR LIST OF COMPONENT CODES. THE FOLLOWING CODES APPLY:

C - CIVILIANS.

N - NAVY.

R - MILITARY PERSONNEL OF OTHER COUNTRIES.

T - ARMY.

U - AIR FORCE.

V - COAST GUARD.

B. THE FOLLOWING IS A LIST OF BASIC ENTRIES THAT MUST BE REPORTED WITH THE JOIN AND SHOULD BE RESIDENT IN MCTFS: NAME, BRANCH OF SERVICE, SSN (PRECEDE SSN WITH A - ARMY(T), N- NAVY, R - AIR FORCE(U), C - CIVILIAN), PAY GRADE, RUC, MCC, MOS, FORMAL SCHOOL CODES, CIV EDUC, DATE CURR AD BEGAN, DCTB, # DEPN, DS, EAS, MS, RACE/SEX/ETHNIC, HOME ADDRESS, TELEPHONE HOME/HOME. (ON-LINE MCTFSPRIUM PAR 60215) (ALSO, CONTACT YOUR SUPPORTING MISSO FOR ANY ASSISTANCE IN THIS MATTER)

7. MISCELLANEOUS DEPLOYMENT ENTITLEMENT ENTRIES. CONDUCTING AN AUDIT OF MCTFS RECORDS WITH ALL RETURNING MARINES WILL ENSURE ACCURACY OF PROPER ENTITLEMENTS THEY SHOULD RECEIVE SUCH AS HOSTILE FIRE PAY, COMBAT ZONE TAX EXCLUSION, RSPA, FSA, DEPLOYED PER DIEM, AND HARDSHIP DUTY. (REFER TO DODFMR, JFTR, ON-LINE MCTFSPRIUM, MCTFSAPSM).

8. POC FOR THE CONTENTS OF THIS PAA IS CWO3 ADAM LEWIS, OIC MISSO-11 (FORWARD). EMAIL AND TELEPHONE INFORMATION WILL BE PROVIDED AT A LATER DATE VIA MISSO GRAM. CONTACT YOUR SUPPORTING MISSO FOR ASSISTANCE AND ADDITIONAL INFORMATION.

9. POC FOR PAAS IS MR. JERRY WELCH AT DSN 278-9765/9766, COMM (703) 784-9765/9766 OR BY E-MAIL AT JERRY.R.WELCH@USMC.MIL.//